# **ODISHA COMPUTER APPLICATION CENTRE**

## **Tender Call Notice**

Ref No: OCAC-NEGP-UIDAI-0003-2017-ENQ-23010 DATED 02.03.2023

Sealed tenders are invited from Printing firms/Press for Printing and supply of <u>Aadhaar Enrolment and Updation</u> Application form for OCAC. The scope of work is as detailed below. The sealed quotation should reach the undersigned on or before **24.03.2023 by 1400 hrs**. The quotations shall be opened on the same day at 1600 hrs in the presence of the representatives of the tenderers. <u>OCAC reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.</u>

## **Pre-Qualification Criteria**

- 1. The bidder should be a Company registered under the Companies Act, 1956 / Partnership Act/Limited Liability Partnership Act since last 5 years.
- 2. The bidder should have average turnover of Rs.10 Lakhs generated from Press/printing assignments in the last 3 financial years viz. 2019-20, 2020-21 and 2021-22. Photocopies of audited balance sheet/Profit and Loss Statement/IT Return to be attached on account for last 3 years
- 3. The bidder must have executed one printing assignment with a minimum order value of ₹1,00,000/- or two printing assignments with order value of ₹50,000/- each or three printing assignments with order value of ₹25,000/- each for any Govt. organization during last 5 years.
- 4. The bidder shall submit the cost of the tender paper is ₹1120/- (inclusive of GST@ 12%) which is to be enclosed in shape of Demand Draft in favour of "Odisha Computer Application Centre" payable at Bhubaneswar along with the bid. This tender paper is non-refundable.
- 5. The bidder shall submit an EMD in shape of Demand Draft of ₹20,000/- (Rupees Twenty Thousand only) in favour of "Odisha Computer Application Centre" payable at Bhubaneswar. This EMD will be refunded to the unsuccessful bidders within 30 days of award of contract.
- 6. The bidder should submit Copy of GST Registration and PAN along with bid document.

## **Scope of Work**

- 1. Re-design of Aadhaar enrolment and updation form in both English and Odia. The previous version of Aadhaar Enrolment/Updation form is attached at Annexure-I. The bidder has to redesign the form as per the latest one provided by OCAC.
- 2. Printing of form as per specification after getting approval on re-design of form as mentioned at point no. 1.
- 3. Binding and packing of forms as per specification
- 4. Delivery of printed forms at OCAC.
- 5. The validity of the price should be for period of 2 (two years). OCAC reserves right to print more number of forms depending upon the requirement.

## **Specification**

<u> </u>					
Quantity for form to be printed	Initial requirement 5,00,000 forms each type (total				
	15,00,000)				
Paper Size	A4 size				
Paper Quality	70 GSM Good quality paper				
Content	Front page <b>Odia</b> and Backside <b>English</b>				
Color of Printing	Black and White				
Binding	200 sheets to be made in a pad with 1 pound mill board at				
	the bottom, fully covered with a color brown kraft paper on				
	top				
Packing	5 such pads to be made into packet fully covered on all sides				
	with a brown color kraft paper				

## The bidder has to provide a sample paper with the bid

Sample form at Annexure-I

## **Delivery**

Delivery of all the application forms to be made at OCAC, Bhubaneswar

#### Timeline

The printing and delivery of all the forms (including binding and packing mentioned above) should be completed within <u>8 weeks</u> from the date of purchase order.

## Payment Term

100% of the payment will be released after delivery of every 1,00,000 application forms at OCAC

#### Penalty

Any delay in completion of work beyond the stipulated date shall attract penalty of 0.5% per week or part thereof for the defaulting amount (un-supplied forms) subject to maximum of 10% of the total work order value.

## **Tender timeline**

SL	Event	Date
1	Floating of tender	02.03.2023
2	Pre-bid meeting	13.03.2023 at 12 Noon in VC Room of OCAC
3	Last date of submission of bid	24.03.2023 by 2 PM
4	Opening of bid	24.03.2023 at 4 PM

## **Pre-bid meeting**

- OCAC shall hold a pre-bid meeting with the prospective bidders on 09.03.2023 at 12:00
   Noon at Odisha Computer Application Centre, Bhubaneswar.
- The Bidders will have to ensure that their queries for Pre-Bid meeting should reach General Manager (Admin) only by email (gm\_ocac@ocac.in) with a copy to aadhaarpmuocac@gmail.com on or before 09.03.2020, 5 PM.

## **Terms and conditions**

- 1. OCAC have right to increase or decrease number of forms as per requirement. Hence, bidder have to quote the rate for 1,00,000 forms.
- 2. The price offered by the bidder should valid for at least 2 years.
- 3. OCAC may place order for more number of forms for printing beyond 15,00,000 forms during the validity period.
- **4.** The Tender paper along with the Terms & Conditions can be downloaded from website <a href="www.ocac.in">www.ocac.in</a> or <a href="www.odisha.gov.in">www.odisha.gov.in</a>.
- 5. The bidder shall submit the cost of the tender paper is ₹1120/- (non-refundable) which is to be enclosed in shape of Demand Draft in favour of "Odisha Computer Application Center" payable at Bhubaneswar along with the bid.
- 6. Earnest Money Deposit: The intending bidder shall submit a Demand Draft of ₹20,000/- (Rupees Twenty Thousand only) in shape of Demand Draft in favour of "Odisha Computer Application Center" payable at Bhubaneswar along with the bid towards EMD. Tender without EMD and cost of tender paper will not be accepted. The earnest money of unsuccessful bidders shall be refunded within 15 days of the final acceptance of tenders.

- 7. The bidder should submit up to GST Registration certificate and PAN along with bid document.
- **8.** The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax act.
- **9.** Before submitting the tender, tenderers are requested to see the specimen, examine carefully the conditions of contract, availability of materials / labour/ time factor etc.
- **10.** The quality of Paper should match the sample submitted with tender. Quality below the prescribed one is not acceptable and in such case, the entire consignment will be rejected and supplies to be taken back by the vendor at his cost.
- **11.** The Courts in Bhubaneswar will have exclusive jurisdiction to entertain any litigation between the parties with regard to this tender.

#### Format for Price Bid

SL#	DESCRIPTION	Quoted cost for 1,00,000 (one lakh form) ₹	Taxes in ₹	TOTAL IN ₹ for 1,00,000 (one lakh form)	Total cost for 15,00,000 (Fifteen lakh forms)
1	Printing of 1,00,000 no				
	of application for				
	Aadhaar				
	enrolment/updation as per specification mentioned above				

Documents to be submitted along with quotation.

- 1. Demand Draft of ₹1120/- towards tender paper cost.
- 2. Demand Draft of ₹20,000/- towards EMD
- 3. Copy of Company registration, GST Registration, Copy of PAN
- 4. The bidder has to provide a sample paper with the bid
- 5. Documentary Proof of experience in printing assignment as stated in the prequalification criteria
- 6. Documentary Proof against turn over as stated in the pre-qualification criteria

#### **Address of Submission of Bid**

Odisha Computer Application Center
N-1/7-D, Acharya Vihar Square
Bhubaneswar – 751013
Phone – 0674-2567295, 2567280, 3567064
Fax – 0674-2567842

## **Annexure-I Sample Form**









Under Section 3 of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016 (Aadhaar Act)

AADHAAR ENROLIVIENT/ OPDATE FORIVI (CHILD 0-5 years)							
Please follow the instructions overleaf while filling up the form. Use Capital letters only.							
1	New Enrolment		Update				
2	Resident Indian*		Non-Resident Indian (NRI**)				
3	In case of Update – Aadhaar Number (	se of Update – Aadhaar Number (UID):					
	Mobile Date of Birth Address	Name Gen	der _	Email	Langua	age only Update	
4	Name (as per POR document):						
5	Birth Registration Number (as per the			:			
$\vdash$	(Birth certificate with name as "Baby o						
6	Gender: Male Female Transgender 7 Date of Birth as per document: DDD/MM//YYYY				-		
8	HOF based Enrolment: Aadhaar numbers					y one of the parents is required.	
	Mother's Name:					++-	
	Father's Name:						
	in case any one parent is not available,	reasons thereor					
	In case both parents are not available at the time	e of enrolment, guardian sh	all auth	enticate ar	nd must furnish d	letails of Aadhaar numbers of parents wherever	
	available. Aadhaar authentication by the guardi	•					
	In case both parents are not available,						
	Guardian's Name:	Guar	dian's	Aadhaa	r No.:		
	a. POR & DOB: Birth Certificate (wit	h Name) issued by			b. POI/ PO	OR & DOB: Passport	
	competent authority	,,				e for NRIs only)	
	(Birth certificate with name as "B	aby of" is not al	lowed	1)		Number :	
	Document based Enrolment: UIDAI S	tandard Certificate					
Ш	(Only for children in Child Care Institutio	ns, Orphanages etc)					
9	Address: C/o (Name- optional)						
	House No./ Bldg./Apt:			Street/	/Road/Lane:		
	Landmark:	Ward No:		Area/L	ocality/Sector	r:	
	Village/ Town/ City:			Post Of	ffice (Mandat	ory):	
	District:	Sub-District:				State:	
	E-Mail:	Mobile No.:	$\Box$			Pin Code (Mandatory):	
10	Demographic Update (Write Names of the	documents. Refer UIDAI	websi	te for list	of documents)		
	a. POI (Proof of Identity)		b.	POA (Pro	oof of Address)		
	c. DOB (Date of Birth)		d.	POR (Pro	of of Relation)		
1.					ting document	s with government agencies for the purpose of	
_	verification of information as a prerequisite						
2.						provided to an agency only with consent of tions. The child/ward has a right to access his/her	
	identity information following the procedu		IIE Mau	maar Act	and its kegulat	Jons. The Childy ward has a right to access his/her	
3.	. I hereby confirm that I am the parent/guardian of the child/ward and I wish to give my Aadhaar authentication for the purpose of						
	enrolling/updating the Aadhaar of the child/ward.						
4.	4. I hereby confirm that the information/documents submitted are correct to the best of my knowledge and belief and at any point of time if any of						
	the said information is found to be incorrect/fraudulent/false legal action may be initiated against me, as per the provisions of the Aadhaar Act,						
2016 (18 of 2016) and, Regulations framed there under and other applicable Acts and Rules, etc.							
Verifier's Stamp and Signature:							
(Verifier must put his/ her Name, if stamp is not available) Signature of Parent/Guardian							
To be filled by the Enrolment Agency only: Date & time of Enrolment:							
*Resident means resident as per Section 3(2) of the Aadhaar Act. **In case of NRI, only valid Indian Passport will be accepted as POI.  In case of Resident Foreigner, separate form to be used.							
Kee	Keep your Aadhaar always updated for enhanced 'ease of living'. If your Aadhaar was issued more than 10 years back and has not since been updated.						

 $\underline{it\ is\ highly\ recommended\ that\ the\ supporting\ documents\ (POI/POA)\ are\ updated\ for\ continued\ accuracy\ of\ demographic\ information.}$ 









Under Section 3 of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016 (Aadhaar Act)

#### AADHAAR ENROLMENT/ UPDATE FORM (CHILD 5-18 years)

Please follow the instructions overleaf while filling up the form. Use Capital letters only.							
1	New Enrolment	Update					
2	Resident Indian*	Non-Resident Indian (NRI**)					
3	In case of Update – Aadhaar Number (UID):						
	☐ Biometric Update (Photo + Fingerprint + Iris) ☐ Mobile	Date of Birth Address Name Gender Email					
	Document update. Language only Update	_					
4	Name (as per POI/POR document):						
5	Birth Registration Number (as per the Birth Certificate with	Name):					
	(Birth certificate with name as "Baby of" is not allowed						
6	Gender: Male Female Transgender	7 Age: Yrs OR Date of Birth:  D D / M M / Y Y					
	Approximate Declared Verified						
8	HOF based enrolment: Father and Mother's Aadhaar numbers are me Mother's Name:						
	Father's Name:						
	In case any one of parent is not available, reason thereof:						
	in case any one of parent is not available, reason thereof						
	In case both of parents are not available, quardian shall authenticate and m	ust furnish details of Aadhaar numbers of parents wherever available. Aadhaar					
	authentication by the guardian is required.						
	In case both of parents are not available, reason thereof:						
	Guardian's Name:Guard	ian's Aadhaar No.:					
	Write Names of the documents produced.	I/					
	a. POR & DOB: Birth Certificate (with Name) issued by	b. POI/ POR & DOB: Passport Any POR document as per list					
	Competent Authority. Birth certificate with name as	Name of the document					
_	"Baby of" is not allowed)	Passport Number:					
9	Document based Enrolment: If HOF/Guardian is not availab	·					
		poble of Birth):					
	Address: C/o (Name-optional)						
	House No./ Bidg./Apt:	Street/Road/Lane:					
	Landmark: Ward No:	Area/Locality/Sector:					
	Village/ Town/ City:	Post Office(Mandatory):					
	District: Sub-District:	State:					
	E-Mail: Mobile No.:						
10	Demographic/ Document update (Write Names of the docu	ments. Refer UIDAI website for list of documents)					
	a. POI (Proof of Identity)	b. POA (Proof of Address)					
	C. DOB (Date of Birth)	d. POR (Proof of Relationship)					
1.		d supporting documents with government agencies for the purpose of verification of					
2.	information as a prerequisite for generation /updating of Aadhaar.  I understand that identity information of the child/ward (except core by	iometric) may be provided to an agency only with consent of parent/guardian during					
	authentication or as per the provisions of the Aadhaar Act and its Regu	lations. The child/ward has a right to access his/her identity information following the					
	procedure laid down by UIDAI.						
3.	I hereby confirm that I am the parent/guardian of the child/ward and I wis the child/ward.	h to give my Aadhaar authentication for the purpose of enrolling/updating the Aadhaar of					
4.	4. I hereby confirm that the information/documents submitted are correct to the best of my knowledge and belief and at any point of time if any of the said information						
	is found to be incorrect/fraudulent/false legal action may be initiated against me, as per the provisions of the Aadhaar Act, 2016 (18 of 2016) and, Regulations framed						
	there under and other applicable Acts and Rules, etc.						
Ver	fier's Stamp and Signature:						
(Verifier must put his/ her Name, if stamp is not available) Applicant's signature Signature of Parent/Guardian							
To be filled by the Enrolment Agency only:    Date & time of Enrolment:   Note: In case of incapacitated person, the signature will be done by Legal Guardian of incapacitated Person							
"Resident means resident as per Section 3(2) of the Aadhaar Act. ""In case of NRI, only valid Indian Passport will be accepted as POI. In case of Resident Foreigner, separate form to be used.							
Very way Andhors shows underled for submored large of fining! However Andhors was investigated to the Late of the Control of t							
	Keep your Aadhaar always updated for enhanced 'ease of living'. If your Aadhaar was issued more than 10 years back and has not since been updated, it is highly recommended that the supporting documents (POI/POA) are updated for continued accuracy of demographic information.						









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	AADHAAR ENROLMENT/ UPDATE FORM (CHILD 5-18 years)				
Please follow the instructions overleaf while filling up the form. Use Capital letters only.					
1	New Enrolment		Update		
2	Resident Indian*		Non-Residen	nt Indian (NRI**)	
3	In case of Update – Aadhaar Number (UID):				
4	Name (as per POI/POR document):				
5					
6	Gender: Male Female Tr	ansgender	7 Age: Yrs O		
8	Mother's Name: Mother's Aadhaar No   _				
	In case both of parents are not available, guardian sho authentication by the guardian is required. In case both of parents are not available, re Guardian's Name: Write Names of the documents produced.	all authenticate and must		bers of parents wherever available. Aadhaar	
_	<ul> <li>POR &amp; DOB: Birth Certificate (with Na Competent Authority. Birth certificate "Baby of" is not allowed)</li> </ul>	with name as	b. POI/ POR & DOB: Passport Any POR document as per list Name of the document Passport Number:		
9	POI (Proof of Identity)				
	Address: C/o (Name-optional)	. TON (HOUTER SEED		. DOD OREGINAL	
	House No./ Bldg./Apt:		Street/Road/Lane:		
		d No:	Area/Locality/Sector:		
	Village/ Town/ City:		Post Office(Mandatory):		
		o-District:		State:	
	E-Mail: Mo	bile No.:		Pin Code (Mandatory):	
10	Demographic/ Document update (Write N	ames of the docum	ents. Refer UIDAI website	for list of documents)	
	a. POI (Proof of Identity)		b. POA (Proof of Address		
$\bigsqcup$	C. DOB (Date of Birth)  d. POR (Proof of Relationship)		ship)		
1.	<ol> <li>I hereby give my consent for sharing information of the child/ward and supporting documents with government agencies for the purpose of verification of information as a prerequisite for generation /updating of Aadhaar.</li> <li>I understand that identity information of the child/ward (except core biometric) may be provided to an agency only with consent of parent/guardian during authentication or as per the provisions of the Aadhaar Act and its Regulations. The child/ward has a right to access his/her identity information following the procedure laid down by UIDAI.</li> </ol>				
3. I hereby confirm that I am the parent/guardian of the child/ward and I wish to give my Aadhaar authentication for the purpose of enrolling/updating the Aadhaar of					
<ol> <li>I hereby confirm that the information/documents submitted are correct to the best of my knowledge and belief and at any point of time if any of the said information is found to be incorrect/fraudulent/false legal action may be initiated against me, as per the provisions of the Aadhaar Act, 2016 (18 of 2016) and, Regulations framed there under and other applicable Acts and Rules, etc.</li> </ol>					
Verifier's Stamp and Signature: (Verifier must put his/ her Name, if stamp is not available) Applicant's signature Signature of Parent/Guardian					
To be filled by the Enrolment Agency only:  Date & time of Enrolment:  Note: In case of incapacitated person, the signature will be done by Legal Guardian of incapacitated Person					
*Resident means resident as per Section 3(2) of the Aadhaar Act. **In case of NRI, only valid Indian Passport will be accepted as POI.  In case of Resident Foreigner, separate form to be used.					